TRAVERSE CITY CODE OF ORDINANCES

THE CITY OF TRAVERSE CITY ORDAINS:

	ORDINANCE AMENDMENT NO	
	Effective date:	
TITLE:	Landscaping and Trees Amendment	

That the *Definitions*, Section 1320.07; *Special requirements*, Section1330.09 in the Residential Conservation District; *Special requirements*, Section1332.09 in the Single-Family Dwelling District; *Special requirements*, Section1334.09 in the Two-Family Dwelling District; *Site plans required; site diagrams; waiver*, Section 1366.01 in the Site Plans and Site Development Standards Chapter; all sections in Chapter 1372 Landscaping; Appendix 3, *Approved Regional Landscape Character Plant List* of the Zoning Code of the Traverse City Code of Ordinances, be amended to read in its entirety as follows:

1320.07 Definitions (need to include the entire Definitions section when this is actually introduced)

Land clearing means:

- (1) The clearing removal of over 8,000 4,000 square feet of woody vegetation from any site, or
- (2) The removal of over 20,000 square feet of woody vegetation from any site requires Planning Commission Site Plan Review (see Chapter 1366)
- (23) The removal of more than 20 10 trees more than 6 inches in diameter at breast height or 2 trees more than 24 inches in diameter at breast height from any parcel site within 50 feet of a public or private street or river.

Mowing, trimming or pruning of vegetation to maintain it in a healthy, viable condition is not considered land clearing.

Invasive Species means:

- (1) Non-native (or alien) to the ecosystem under consideration; and,
- (2) Whose introduction causes or is likely to cause economic or environmental harm or harm to human health.

Tree Canopy Cover means:

(1) The cover provided by tree crowns over the ground surface, either individually or as a group; also, a measure of the percent of a lot covered by all tree canopy, calculated by dividing the total area of tree canopy cover by the total area of the lot, and multiplying by 100.

Woody plant means:

(1) Vegetation that produces wood as its structural tissue. Woody plants include trees, bushes, shrubs, vines and woody perennial flowering plants.

RC

1330.09 Special requirements.

- (1) Land clearing as defined in this Zoning Code applies to all residential conservation lots
- (2) For every 4,000 square feet of land area, at least 1 tree (a minimum of 1.5 inch caliper or 15 gallon container) is required. New trees are recommended to be selected from the Tree Species Guidelines document found on the City's website on the Parks and Recreation Division page.

R-1 1332.09 - Special requirements.

To preserve and reinforce the development patterns of the single-family dwelling district the following special requirements shall apply:

- (1) In the Boardman and Central Neighborhood Historic Districts, attached garages for parcels with alley access shall be prohibited.
- (2) In the Boardman and Central Neighborhood Historic Districts, the distance between dwellings and accessory buildings greater than 200 square feet that have alley access shall not be less than 30 feet. The 30-foot separation between dwellings and accessory buildings can be reduced to 20 feet if it is determined to be impractical by the Planning Director.
- (3) Land clearing as defined in this Zoning Code applies to all single-family lots
- (4) For every 4,000 square feet of land area, at least 1 tree (a minimum of 1.5 inch caliper or 15 gallon container) is required. New trees are recommended to be selected from the Tree Species Guidelines document found on the City's website on the Parks and Recreation Division page.

R-2

1334.09 - Special requirements.

To preserve and reinforce the development patterns of the Two-Family Dwelling District the following special requirements shall apply:

- (1) In the Boardman and Central Neighborhood Historic Districts, attached garages for parcels with alley access shall be prohibited.
- (2) In the Boardman and Central Neighborhood Historic Districts, the distance between dwellings and accessory buildings greater than 200 square feet that have alley access shall not be less than 30 feet. The 30 foot separation between dwellings and accessory buildings can be reduced to 20 feet if it is determined to be impractical by the Planning Director.
- (3) Land clearing as defined in this Zoning Code applies to all two-family lots
- (4) For every 4,000 square feet of land area, at least 1 tree (a minimum of 1.5 inch caliper or 15 gallon container) is required. New trees are recommended to be selected from the Tree Species Guidelines document found on the City's website on the Parks and Recreation Division page.

1366.01 - Site plans required; site diagrams; waiver.

- (a) Site plans. Site plans are required as follows:
 - (1) Any request for a land use permit, land clearing (see definition), an administrative special land use permit or building permit (other than for single or two-family dwellings) shall be accompanied by 3 copies of a site plan complying with the requirements of this chapter.
 - (2) Any request for a Planning Commission-special land use permit, planned unit development, or request for a land use permit for a use that generates more than 500 trip ends per day, or request for a land use permit for more than 20,000 square feet of land clearing from any site shall be accompanied by 14 copies of a site plan complying with the requirements of this chapter. The generation of trip ends is determined by reference to the latest edition of the Trip Generation manual promulgated by the Institute of Transportation Engineers.
- (b) Site diagrams. Any request for a land use permit or building permit for a single family or two-family dwelling or accessory structure shall be accompanied by 3 copies of a diagram drawn to scale showing the proposed use of the site, buildings and structures on the site, lot lines and their relationship to existing property lines and to neighboring sites. The Planning Director shall circulate site diagrams to the relevant officials for comments as to conformance to state and federal laws and the Traverse City Code. A sample site diagram is shown as Figure 1-4 in Appendix 2.
- (c) Waiver. The Planning Director may waive site plan requirements in any of the following cases when he or she determines that the submission of a site plan would serve no useful purpose:
 - (1) Accessory structures;

- (2) Any enlargement of a principal building by less than 20 percent of its existing gross floor area of provided such enlargement will not result in a requirement for additional parking;
- (3) A change in principal use where such change would not result in a increase in impervious surface, additional off-street parking, access or other external site characteristics or a violation of this Code.

Chapter 1372 – Landscaping and Trees

The process of development may require the alteration of existing topography and soil structure, the disruption of native vegetation and the expansion of impervious surface area over the development site. The cumulative effects of the land altering process extend far beyond the property lines of an individual development site and if development is not undertaken within the context of the broader community, it will not only degrade the individual development, but also the community of which it is a part. It is, therefore, the intent of this chapter to protect and manage vegetation to:

- (1) Aid in the stabilization of the environmental balance through air purification, oxygen regeneration, reduction of urban heat island effect, groundwater protection and recharge and the control of stormwater runoff.
- (2) Safeguard and enhance private and public property values and encourage continued investment in the community.
- (3) Enhance community appearance, identify unique natural beauty, and promote quality development at a suitable scale.
- (4) Provide visual screens between land uses of differing character and use intensities.
- (5) Prevent reductions in the City's urban forest.
- (6) Provide for the preservation of larger native trees which are valuable amenities to the urban environment that, once destroyed, can only be replaced after generations; and
- (7) Ensure that the local stock of native trees and vegetation is replaced.

It is recognized that alternative design concepts exist which, if adopted, could exceed the results envisioned using these development standards. It is intended that the requirements of this chapter be flexible and permit latitude in site design and the use of plant materials when it can be shown that variation from the requirements will provide a development substantially better than that achievable using the minimum standards of this chapter. The provisions of this chapter shall be considered the minimum development standards and not a design goal.

1372.01 - Compliance required.

- (a) For all uses except one- and two-family residential uses, compliance with this chapter shall be required for:
 - (1) Any new building or expansion of an existing building , rebuilding, conversion, enlargement or structural alteration requiring a building permit and having a value of \$20,000.00 or more;
 - (2) Land clearing as described defined in this Zoning Code; or
 - (3) Parking areas that are required to comply with Section 1374.03, Motor Vehicle Parking.

1372.02 - Alternative compliance.

The Planning Director may approve variations from strict compliance with this chapter, including up to a fifty percent reduction for the front and rear setback, when there is no feasible alternative and an applicant can demonstrate that at least one of the following apply to a specific development site:

- (1) When topography, shape, size or other natural features make full compliance impractical or impossible.
- (2) When space limitations or prevailing development patterns in the surrounding neighborhood justify alternative compliance for in fill projects and redevelopment in older established areas of the City.
- (3) When safety considerations warrant alternative compliance.
- (4) When there is not an viable alternative in the practical siting of a building, location of site access or the location of underground utilities to service the site.
- (5) When the alternative compliance plan is equal to or superior in its ability to fulfill the intent of this chapter.
- (6) When a required setback would necessitate the removal of an existing tree greater than or equal to 6 inches diameter at breast height. Any existing tree greater than or equal to 6 inches diameter at breast height that is preserved by an approved variation must be protected and remain for at least five years from the date of the variation.

1372.03 - Standards and materials.

- (a) General performance standards. The following general performance standards shall apply whenever compliance is required:
 - (1) All areas not covered by buildings, parking areas, driveways, walkways, pedestrian plazas or other pedestrian oriented impervious surfaces or water surfaces shall be planted with living vegetation, including canopy trees, shrubbery and ground covers. The combination of plant materials selected shall be placed in harmonious and natural associations and represent the approved indigenous landscape materials and their cultivars listed in Appendix 3 the Tree Species Guidelines document found on the City's website on the Parks and Recreation Division page.

- (2) Not less than 80 percent of any landscape area shall be covered by plant materials. Stone and other mulches, grass and other ground covers, pedestrian walks, other impervious surfaces or water surfaces may cover the remaining 20 percent of the landscape area.
 2) Landscape Plan shall not contain any more than thirty-three (33) percent of any single tree genus. At least fifty (50) percent of tree plantings shall be species native to Michigan.
- (3) The general site topography and any natural landforms unique to the property shall be maintained and made part of the development whenever possible. to reinforce the local and regional character.
- (4) All trees shall be located to allow sufficient soil volume and room for growth.
- (5) Landscape materials shall not obstruct access to or view of fire hydrants or other fire connections.
- (b) Landscape materials. The following landscape material requirements shall apply whenever compliance is required:
 - (1) All landscape plant materials preserved or used pursuant to the provisions of this Code shall be healthy and compatible with local climate, site soils characteristics, drainage and available water supply.
 - (2) Deciduous canopy trees required by this Code shall not be less than 2.5 inches caliper diameter at breast height.
 - (3) Coniferous trees required by this Code shall be at least 6 feet in height when planted.
 - (4) All shrubs required shall be of a size generally known in the nursery industry as requiring a 5 gallon container.
- (c) *Irrigation and maintenance standards.* The following irrigation and maintenance standards shall apply whenever compliance is required:
 - (1) All landscape plant materials required by this Code shall be supplied with a watering system sufficient to maintain the plants in a healthy condition.
 - (2) All plant materials shall be maintained in a healthy growing condition. Dead and unsalvageable plant materials shall be replaced with the same size and variety of plant materials originally required on the site development plan within 30 days of the "Notice to Replace" issued by the City. Replacement may be delayed if the Planning Director determines that circumstances beyond the control of the property owner prevent timely replacement.
- (d) *Utilities*. All utility lines such as electric, telephone, cable television and other similar lines shall be installed underground. All utility junction boxes, access boxes and pad mounted fixtures shall be appropriately screened and out of public view whenever possible with landscape materials or an architectural screen.
- (e) Existing vegetation. The following standards shall apply to existing site vegetation whenever compliance is required:

- (1) Existing healthy trees canopy, of an approved species listed on Appendix 3, shall be preserved in accordance to the impervious surface percent by zoning district and incorporated into the site final development plan.
- (2) Existing healthy non-invasive trees and shrubs located within required water setbacks and areas not required for development shall be preserved. Black Locust and Tree of Heaven trees or any tree listed on the State of Michigan Invasive Species list that has been identified by a Certified Arborist may be removed provided the stump and roots are left in place and for each tree removed a replacement tree within the water setback area shall be planted.
- (3) Trees to be preserved shall can be pruned to remove dead, diseased or irregular branching, but the crown form characteristic of the respective species shall be maintained.
- (4) Thinning is permissible so long as the overall canopy percentage is not reduced.
- (4) Preserved trees shall be protected with sturdy, highly visible barriers around the tree or group of trees and the delineated tree protection area must be included in the site plan, at approximately the critical root zone or drip line and a tree preservation plan shall be submitted and approved by the Planning Director.
- (5) Preserved trees in the tree protection area The critical root zone of the tree shall remain undisturbed by cutting, filling or storage of materials and equipment during the development process.
- (6) Healthy, younger trees on development sites shall be preserved wherever possible to allow normal succession as older trees are lost.
- (f) Minimum Tree Canopy. All properties must meet the minimum tree canopy cover listed in the chart below whenever a new building or an expansion of an existing building is constructed. For the purposes of this ordinance any newly planted canopy tree 2.5 inch in caliper diameter at breast height will be credited as having a canopy of 500 square feet.

District	Minimum Tree Canopy Cover % (2)
os	40
RC	N/A (1)
R-1a	N/A (1)
R-1b	N/A (1)

R-2	N/A (1)
R-9	50
R-15	45
R-29	40
HR	40
C-1	40
C-2	35
C-3	30
C-4	10
D-1, D-2, D-3	30
Т	20
GP	30
I	30
PR	This row can be deleted since the Grand
	Traverse Commons Development Regulations
	Control
NMC-1	40
NMC-2	40
H-1	30
H-2	30
*For those lots that have 60% o	or more tree canopy, you must preserve 35% of the existing tree

^{*}For those lots that have 60% or more tree canopy, you must preserve 35% of the existing tree canopy.

⁽¹⁾ For parcels zoned RC, R-1a, R-1b, or R-2 at least one canopy tree per 4,000 square feet is required.

(2) If it is impractical to meet the minimum tree canopy requirement, a property owner may donate \$300 to the City of Traverse City Tree Fund. For each \$300 donated, the property owner will receive a tree canopy credit of 500 square feet.

1372.04 - Screening requirements for parking areas.

Except in RC, R-1a, R-1b or R-2 zoning districts, parking areas shall be screened from streets, the alley and from neighboring residential properties whenever parking is developed according to the following:

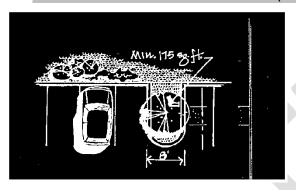
- (1) Unless waived by the Planning Director, sScreening shall be provided within a required setback area and the screening shall establish an opaque screen at least 5 feet in height as measured from the finished parking area grade where it adjoins the setback.
- (2) Required screening of parking areas shall be achieved through the use of a decorative masonry screenwall, earth berms, trees and landscape plant materials, either in combination or independently.
- (3) Specific screening elements may be relocated, redesigned or partially eliminated at the direction of the City Engineer to correct clear vision or other safety considerations.
- (4) Required screening may be interrupted to provide reasonable pedestrian or bicycle access to a property from a public right-of-way.

1372.05 - Landscape development internal to a surface parking area.

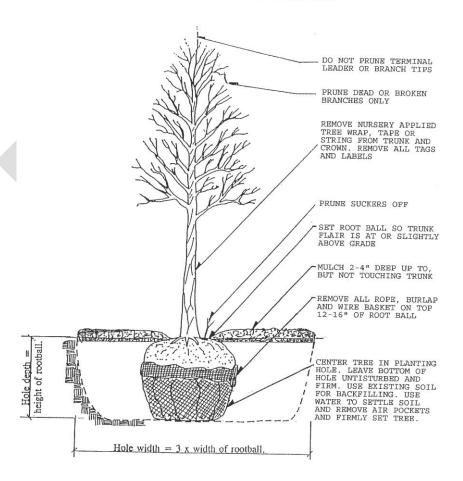
- (a) Any use providing fewer than 20 parking spaces or less than 6,000 square feet of parking and maneuvering area shall comply with Section 1372.03 (Standards and Materials), Section 1372.04 (Screening Requirements for Parking Areas), and Section 1372.06 (Landscape Requirements for Street Rights-of-Way), as otherwise applicable. Where the parking area is part of a development that requires a site plan, then the provisions of Section 1372.07 (Landscape Plan) also apply.
- (b) Any use providing or requiring 20 or more parking spaces or 6,000 square feet or more of parking and maneuvering area shall comply with the following standards shall comply with Section 1372.03 (Standards and Materials), Section 1372.04 (Screening Requirements for Parking Areas), and Section 1372.06 (Landscape Requirements for Street Rights-of-Way), as otherwise applicable. Where the parking area is part of a development that requires a site plan, then the provisions of Section 1372.07 (Landscape Plan) also apply. In addition, the applicant:
 - (1) The applicant shall supply internal landscaping not less than 8 percent of the off street parking area, including access and egress drives and such landscape areas.
 - (2) Within the boundaries of the parking area, the applicant shall provide not less than 1 deciduous canopy tree for every 10 parking spaces. The trees shall meet the size and species requirements for *Internal Parking Lot Trees* in the City's approved Tree List

Tree Species Guidelines document found on the City's website on the Parks and Recreation Division page

- (3) The required trees shall be planted within landscape islands that meet the following standards:
 - a. No required landscape area shall contain less than 175 square feet or provide any dimension of less than 8 feet and minimum of three times the root ball of amended soil volume that is non-compacted.



TREE PLANTING DETAIL



- b. Landscaping within the landscape island shall meet the *Landscaping* definition in Section 1370.03.
- c. All perimeter and interior landscaped areas must have protective curbs along the edges. Curbs separating landscaped areas from parking areas may allow stormwater runoff to pass through them. Bollards or other protective barriers may be used at the front ends of parking spaces. Curbs may be perforated or have gaps or breaks. Trees must have adequate protection from car doors as well as car bumpers.
- d. Trees and landscape islands shall be distributed throughout the parking lot and shall be situated and designed to provide tree canopy throughout the parking lot.
- e. For the purpose of calculating the amount of required internal landscaping in any parking area, pedestrian walks are excluded if the walks are constructed using a separate and contrasting paving material which provides a durable surface.

1372.06 - Landscape requirements for street rights-of-way.

The following landscape requirements for street rights-of-way shall apply when compliance is required:

- (1) With the approval of the City Forester, canopy trees shall be provided along the public street in a planting area provided in the treelawn with an average maximum distance of 50 feet 40 feet in the C-4 District for the following areas: Union Street from Grandview Parkway to 9th Street, Cass Street from Grandview Parkway to 8th Street, East Front from Union Street to Railroad Avenue, West Front to Division, and Lake Avenue from 8th Street to Union Street, and 30 feet in all other areas between trees. The trees shall be planted so as not to interfere with utilities, streets, sidewalks, street lights, sight distances, clear vision areas, and shall not be planted closer than 8 feet to fire hydrants.
- (2) All trees shall have a minimum size of 2.5 inches caliper diameter at breast height.
- (3) Subsequent or replacement trees shall be conform to the type of existing trees in a given area, provided that, if any deviation is anticipated, it must be done only with the permission of the City Forester. In a newly planted area, only 1 type of tree may be used on a given street unless otherwise specified by the City Forester.
- (4) Tree varieties which exhibit desirable characteristics such as full symmetrical form, deep non invasive root systems and tolerance of drought and road salt should be utilized.
- (5) Trees shall be of sufficient size to be pruned to a 7 foot branching height with 1 main stem upon planting.
- (6) If eExisting trees can shall be preserved within the tree lawn, the requirement for additional street tree plantings may be reduced or eliminated by the Planning Director.

1372.07 - Landscape plan.

Where compliance is required, a A landscape plan shall be required for any development requiring a site plan and no building or land use permit shall be issued until a landscape plan has been submitted to and approved by the Planning Director or his or her designee. All landscape plans shall utilize the required site plan as a base sheet and shall include the following additional information:

- (1) A tree survey, sealed by a landscape architect, surveyor, engineer or architect licensed to practice in the State of Michigan. The survey shall establish the location, species and assessment of the general health and condition of all trees with a 6 inch or greater diameter at breast height, their approximate height and spread or crown diameter in the disturbed area of the site.
- (2) A calculation verifying the minimum percentage of landscape area has been met and the percentage of landscape area dedicated to pedestrian ways and inorganic mulches.
- (3) A detailed description of either written or graphic form, indicating the applicant's plans to protect the existing trees to be protected from damage during site development and construction.
- (4) Contour lines at minimum 2 foot intervals shall be shown for sites with grades in excess of 6 percent slope; otherwise, proposed and existing elevations at sufficient locations on the site to clearly show drainage patterns.
- (5) Description of the type of equipment and methods to be used to irrigate the required landscape areas.
- (6) Location, height, elevation/section and material of proposed screening walls, fencing, retaining walls and berming. Berms are to be delineated by 1 foot contours and designed with slopes not to exceed 1:3 gradient, a minimum of 2 feet between contour at the top of the berm, and slopes protected with sod, shrubs, or other types of natural ground covers.
- (7) Complete description of proposed and existing plant materials shown on the plan, including common and botanical names, quantities, container or caliper sizes, heights, spread and spacing at installation.
- (8) A requirement of 1 tree (minimum 2.5 inchers in caliper) per 500 square feet of area shall be required based on impervious surface by zoning district. Street trees may be counted to meet this requirement.

Appendix 3 - Approved Regional Landscape Character Plant List

In order to be successful, plant materials need to be suited to the conditions found on a specific development site. The conditions are numerous and individual sites will likely exhibit multiple conditions.

Listed below are examples of varying conditions which dictate plant materials chosen for a development site.

1. SOIL CONDITIONS:

- Sandy soils	Light
<u>■ Loam soils</u>	Medium
Clay soils	Heavy

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2. LIGHT CONDITIONS:

<u>■ Full sun</u>	8 or more hours
- Partial sun/shade	3-8 hours
- Shade	3 or less hours

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3. TOPOGRAPHICAL CONDITIONS:

 Low damp areas 	Poor drainage common
 High areas 	Exposure to winds common
 Retention/detention 	Areas designed to accommodate varying amounts of water and serve
areas	to store plowed snow during winter months

4. ENVIRONMENTAL CONDITIONS:

- Proximity to high traffic streets
- Potential damage from snow removal
- Salt tolerance

- Proximity to parking areas
- Proximity to building exhaust

5. ZONE HARDINESS OF PLANT MATERIALS:

The City's location adjacent to Grand Traverse Bay provides an opportunity to utilize plant species that would not be hardy further inland.

6. PHYSICAL CHARACTERISTICS OF PLANT MATERIALS:

Species selection will be limited for some sites, e.g. nut and fruit bearing trees would not be suitable for parking areas, over pedestrian walkways and the areas to buildings, due to the potential for damage to vehicles and the messy litter. Individual growth habit of plant materials must be considered to assure the selected plant will fit the confines of the planting bed.

The following is a partial list of plant materials which is preferred to exotic plants when the location is visible from public rights-of-way or adjacent to areas of natural vegetation. This list is not necessarily a guideline for interior courtyards and single family residential development.

WET TO MEDIUM MOISTURE SITES:

LARGE TREES:	
Abies balsamea	Balsam Fir
• Acer rubrum	Red Maple
Acer saccharum	Sugar Maple
• Fraximus nigra	Black Ash
Larix laricina	Larch
• Picea mariana	Black Spruce
Pinus strobus	White Pine
• Prunus serotina	Black Cherry
Salix nigra	Black Willow

— ◆ Tilia americana	Basswood
SMALL TREES:	
- Amelanchier laevis	Serviceberry
- Betula lenta	Sweet Birch
- Betula nigra	River Birch
- Cornus altemifolia	Alternate-Leaved Dogwood
- Thuja occidentalis	White Cedar
LARGE SHRUBS:	
- Aronia arbutifolia	Red Chokeberry
- Cephalanthus occidentalis	Buttonbush
Cornus racemosa	Gray Dogwood
- Cornus sericea	Redosier Dogwood
Hamamelis virginiana	Common Witchhazel
- Ilex verticillata	Michigan Holly
- Sambucus canadensis	American Elderberry
- Vaccinium corymbosum	Highbush Blueberry
- Viburnum dentatum	Arrowwood
- Viburnum lentago	Nannyberry
- Viburnum trilobum	American Cranberry Bush

SMALL SHRUBS:	
Juniperus communis	Common Juniper
Potentilla fruticosa	Bush Cinquefoil
- Taxus canadensis	Canada Yew

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DRY, SANDY SITES:

LARGE TREES:	
■ Abies balsamea	Balsam Fir
- Acer saccharum	Sugar Maple
Fagus grandifolia	American Beech
- Fraxiwus americana	White Ash
Pinus resinosa	Red Pine
Quercus alba	White Oak
- Quercus rubra	Red Oak
SMALL TREES:	
- Amelanchier laevis	Serviceberry
- Crataegus crus-galli	Cockspur Hawthorn
- Crataegus mollis	Downey Hawthorn
- Crataegus punctata	Dotted Hawthorn
Amelanchier laevis Crataegus crus-galli Crataegus mollis	Cockspur Hawthorn Downey Hawthorn

- Crataegus viridus	Green Hawthorn
- Juniperus virginiana	Eastern Red Cedar
- Malus Ioensis	Prairie Crab
- Morus rubra	Red Mulberry
Ostrya virginiana	Ironwood
Prunus pensylvanica	Pin Cherry
Prunus virginiana	Choke Cherry
Rhamnus carolinianus	Carolina Buckthorn
Sorbus americana	Mountain Ash
Viburnum lentage	Nannyberry
LARGE SHRUBS:	
Corylus americana	American Filbert
Hamamelis virginianna	Common Witchhazel
• Ilex verticillata	Michigan Holly
• Rhus glabra	Smooth Sumac
SMALL SHRUBS:	
- Ceanothus americanus	New Jersey Tea
Dievilla Ionicera	Bush Honeysuckle
- Rubus allegheniensis	Blackberry

The effective date of this Ordinance	is the	_ day of	, 2	019.	
	I hereby certify	the above ordin	ance amen	ıdment w	v as
	introduced on		, 20	019, at a	regular
	meeting of the	City Commission	and was e	nacted o	n
		, 20	19, at a re	gular me	eting o
	the City Comm	ission by a vote o	of Yes:	_No:	at the
	Commission Ch	nambers, Governi	mental Cer	nter, 400	
	Boardman Ave	nue, Traverse Cit	ty, Michiga	n.	
	James Carruth	ers, Mayor			
	Benjamin C. M	arentette, City Cl	erk		